



# WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

## Personnel Department: Contingent Workforce Programs

JOB # 38-2009

Department Planning & Development Number of Positions 1 Wage \$ 17.85  
Job Title Green Building Intern – (Planning Intern) Location Seattle Municipal Tower 19<sup>th</sup> Floor (700 5<sup>th</sup> Ave, 98104)  
Start Date 1/4/10 End Date 9/15/10 or 12/31/10 Work Scheduled Between 8:00 AM 5:00 PM  
Minimum 10 Hours/Week and Maximum 19 Hours/Week Summer Schedule 20-40 Hours/Week  
Special Work Scheduling Requirements Hours flexible to accommodate coursework.

**SUMMARY OF WORK TO BE PERFORMED:** Position with City Green Building, a DPD program that promotes sustainable buildings and neighborhoods in Seattle through policy, technical assistance, education and research. Work will be focused on ongoing research to develop green building metrics and to evaluate the effectiveness of LEED and Built Green projects. Other work will include assisting in the development of resource materials and investigations of green building issues. Provide general program support as needed.

### DUTIES STATEMENT:

% of time 60	1) Assist with research and evaluation in support of green building metrics.
20	2) Assist with the investigation of green building issues and develop resource materials
20	3) General program support.

### EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Experience conducting research and analysis on green building issues.  
Work with multi-disciplinary team in support of analysis to inform public policy development.  
Build awareness of public agency processes and issues.  
Further develop writing and analytical skills  
Develop understanding of green building rating systems.

### MINIMUM QUALIFICATIONS:

Graduate student in Architecture, Urban Planning, Geography, Building Science, Mechanical Engineering or related field.  
Background and/or coursework in environmental technology and sustainability.  
Strong organizational, analytical and writing skills.  
Ability to work both independently and collaboratively.  
Must be work-study eligible.

### DESIRED QUALIFICATIONS:

Experience with Built Green and LEED rating systems  
Experience with building energy use analysis and energy modeling.  
Proficiency with spreadsheet and graphics software.

**DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:** As needed, training with Outlook (City's email and scheduling software).

### EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

Intern will serve as a member of the City Green Building team and will report directly to the Program Manager.

**Application Instructions:** Send your resume **AND** your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to [cwp@seattle.gov](mailto:cwp@seattle.gov) or fax to 206-684-5809. \*\*Include the position title, job # (38-2009), and your e-mail address. **Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university. Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form.**  
**We only hire students with WA State work study funding.**